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ROUTING— The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specthed in HB 20-800-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

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APPLICATION FOR MEMBERSHIP in the CAREER STAFF of the CENTRAL INTELLIGENCE AGENCY

To the Director of Central Intelligence

I submit herewith my application for membership in the Career Staff of the Central Intelligence Agency as defined below:

"The Career Staff of the Central Intelligence Agency is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a caréer with the Agency."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Central Intelligence Agency, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Central Intelligence Agency. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Agency, and I have been assured that in order to carry cut this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Central Intelligence Agency.

MEMBERSHIP IN THE CAREER STAFF OF THE CENTRAL INTRUGENCE AGENCY APPROVED, TO TAKE EFFECT 4 MAR 1960

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

EXECUTIVE DIRECTOR

THE CIA SELECTION BOARD

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** THE OR PRINT IN CAPS LAST NAME ** VILOUT, JAILS B. ** PERMANENT ADDRESS ** 400 Jones Street, Syrachae, New York none ** Business address ** 12.	WILCOTT, JAIES B. TELEPHONE 400 James Street, Syracuse, New York none 10. Date of sists 10. Date of sists 12. Citizensis 13. Citizensis 14. Citizensis 15. Citizensis 16. Date of sists 17. Permonent appears 18. Citizensis 18. Coloratensis 18. Citizensis 18. Citizensi	3. PREVIOUS APPLICATION	4. INTERVIE	9{@	B. REFERRED DY	
** THE OR PRINT IN CAPS LAST NAME ** VILOUT, JAILS B. ** PERMANENT ADDRESS ** 400 Jones Street, Syrachae, New York none ** Business address ** 12.	WILCOTT, JAIES B. TELEPHONE 400 James Street, Syracuse, New York none 10. Date of sists 10. Date of sists 12. Citizensis 13. Citizensis 14. Citizensis 15. Citizensis 16. Date of sists 17. Permonent appears 18. Citizensis 18. Coloratensis 18. Citizensis 18. Citizensi		Keil	F. Doherty	, le e	·
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24- BUINNARY OF CARETE PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE

28. IDENTITY OF OTHER DOCUMENTS BHICH SHOULD BE REVIEWED IN DETAIL

26 - ADDITIONAL INFORMATION

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BY SUPERVISOR IF THIS REPORT HAS NOT BEEN SHOWN TO E OFFICIAL TITLE OF SUPERVISOR Finance Officer BY REVIEWING OFFICIAL	/s/ Frank Wells
BY SUPERVISOR F THIS REPORT HAS NOT BEEN SHOWN TO BE FINANCE Officer BY REVIEWING OFFICIAL the position of Finance Disbut 1960. He has performed well of training. With a realignment the additional responsibility	/s/ Frank Wells rsing Officer since his arrival at in a function for which he had no nt of the office workload in y of processing TDY truvel. Due
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	CERTIFICATION AND COMM BY EMPLOYEE RIFTY THAT I HAVE SEEN SECTIONS A, B, AND SIGNATURE OF EMPLOYEE

12

FJTT 10,374, 31 May 63

COMPRESION

FITNESS REPORT	025798	NUMBER
SECTION A GE	NERAL	· · · ·
1. NAME: (Last) (Pirot) (Middle)	S. DATE OF BIRTH S. SER S. GRADE 9. SD	
WILCOTT, JANES B. JR.	27 Sept 31 M GS-6 S	
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	DDP/FE/JKO Tokyo	
S. CHECK IN TYPE OF APPOINTMENT	15. CHECH (IL) TYPE OF REPORT	in diameter
CAREE PROVISIONAL (See Instructions - Section C)	Y ANNUAL REASSIGNMEN	
PRCIAL (Specify):	X ANNUAL PRASSIGNMES	
IT. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD (Frame to-)	***
	1 Jul 62 - 30 Jun 63	,
SECTION 8 PERFORMANCE	E EVALUATION	-
positive remedial action. The nature of the act probation, to reassignment of to separation. D	stightly less than satisfectory. A rating in this cate ion could range from counseling, to further training, s bescribe action taken or proposed in Section C.	e placing or
A - Adaquate Performance meets all requirements. It is entire excellence.	rely satisfactory and is characterized neither by defic	lency nor
P - Proficient Performance is more than satisfactory. Desired	d results are boing produced in a proficient manner,	- 7.
S - Strong Performance is characterized by exceptional pr	ofleiency.	
O - <u>Outstanding</u> Performance is so exceptional in relation to re- others doing similar work as to warrant special	quirements of the work and in comportson to the perforecognition.	rmonce of
SPECIF	IC DUTIES	
List up to six of the most important specific duties performed duri manner in which employee performs EACH specific duty. Conside with supervisory responsibilities MUST be rated on their ability to	r ONLY effectiveness in performance of that duty. A	li employee
PECIFIC OUTY NO. 1		RATINO
As Station Cashier, responsible for the dail cash (Japanese yen, U. S. dollars, MPC).	ly receipt and disbursement of	P
PECIFIC DUTY NO. 2		RATING
Consolidates all Station cash transactions to daily.	o one voucher and verifies balance	P
PECIFIC DUTY NO. 3		RATING
i		LETTER
Summarizes all Station transactions for off- tures into monthly accountings and maintain		P
PECIPIC DUTY NO. 4	s appropriate substantly records,	MATING
Polices individual housing and vehicle advan	ce accounts and audits related	LETTER
eccountings.		P
PECIFIC DUTY"NO. 8	,	RATING LETTER
Naintains statistical records on all private a ost center.	rentals by individual house and	P
PECIFIC DUTY NO. 8		RATING
		LETTER
erforms other related duties as assigned by	y the Finance Officer.	P
OVERALL PERFORMANCE	IN CURRENT POSITION	
ske into account everything about the employee which influences	his affectiveness in his current position such as per-	LETTER
rmance of specific duties, productivity, conduct on job, cooper rricular limitations or tolents. Based on your knowledge of emp ace the letter in the rating box corresponding to the statement whi	lavee's overall performance during the reting period	P
20 100 1963	77.71	

FORM 45 OBSOVETE PREVIOUS EDITIONS

SECRET ...

Projected from particular determining and destanting

TION C	NARE

Indicate significant strangths of weaknesses demonstrated in current position teaping in proper paragraph their relationship to everall performance. Site suggestions made for improvement of work performance. Give recommendations to crising, Commercan teaping of the commendations of the crising of the commendations of the current position. Amplify of explain retings given in Section 8 id retired best basis for determining future personnel action. Manney of performance of management or surphy sory duties must be described, if applicable.

3 38 PH 883

Subject is conscientious, industrious, and willing to accept all responsibility assigned him. He has performed his duties in a competent manner and has shown a marked interest in learning all facets of his job. Subject at times gives the impression (whether warranted or not) of being uncertain in his thinking, and he does not always seem to exercise his best judgment in reaching decisions, but he is striving to eradicate this impression.

SECTION D	CERTIFICATION AND C	COMMENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A	B, AND C OF THIS REPORT
DATE	SISHATURE OF EMPLOYEE	•
21 May 1963	/S/ James B. Wilcott	
2.	BY SUPERVISOR	
WONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IP THIS REPORT HAS NOT BEEN SHOW!	NOITANAIRE, GIVE EXPLANATION
33		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
21 May 1963	Finance Officer	/S/ Clerence Norment III
<u> </u>	BY REVIEWING OFFI	CIAL
COMMENTS OF REVIEWING OFFICE	AL '	
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Concur in the	evaluation.	•
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1187 47 M		A STATE OF THE STA
10.000		
	•	•
DATE	OFFICIAL TITLE OF REVIEWING OFFIC	AL TYPED OR PRINTED NAME AND SIGNATURE
_		
21 May 1963	Adm Officer	/S/ Douglas S. Trabue

SECRET

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1. HAME (Logy (First) (Middl	-	BIRTH S. SEX	4. GRADE 5. 50	
Wilcott, James B., Jr			GS-07 SF	
Fiscal Acct Asst	DDP/W	HO OF ASSIGNMEN	JMWAVE	· .
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CAREER RESERVE TEMPORARY	intri	AL	REASSIGNMENT	SUPERVISO
CAREEN-PROVISIONAL (See instructions . Section C)	ANNU		,	EMPLOYER
SECTION (Specify):		IAL (Specify): R	esignation	
11. DATE REPORT DUE IN O.P.	26 Ar	ing PERIOD (From-)r 65 = 15		
SECTION B PERFOR	MANCE EVALUA	TION		
W - <u>Weak</u> Performance ranges from whally inadequate positive remedial action. The nature of the probation, to reassignment or to separate A - <u>Adaquate</u> Performance meets all requirements. It is	the action could ran ion. Describe actio	ge from counseling n taken or propose	, to further training, to d in Section C.	placing on
excellence.	•		•	
P - Proficient Performance is more than satisfactory.		seing produced in	proficient manner.	
S - Strong Performance is characterized by exception O - Outstanding Performance is so exceptional in relation others doing similar work as to warrant s	to requirements of	the work and in co	mparison to the perform	rance of
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and all staff personnel				W
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PECIFIC OUTY NO. 4 Initiates dispatches	and sahlas	to Vondous	ntong and	RATING
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PECIFIC DUTY NO. 6				RATING
	1	•		LETTER
OVERALL PERFORM	AANCE IN CURRE	NT POSITION	·	
				RATING LITTER
ake into account everything about the employee which influormance of specific duties, productivity, conduct on inh, articular limitations or talents. Based on your knowleage loca the letter in the rating box corresponding to the statem	cooperativeness, p of employee's over	etinent personal : all performance du	roits or hobits, and i	
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FORM 45

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6 July 1966

HARRATIVE COMMENTS

Indicate significant strengths as meahnesses demonstrated in current pasition keeping in proper paspective their relationship to overall performance. State suggestions made for improvement of noth performance: Give & AUC (ip page 19, your, ng. Comment on foreign lancourse conserence, it required for current position. Amplify or explain ratings given in Section 100 bloomed boss basis for determining home personnel action. Minister of performance of managerial or supervisors duties and cost consciousness in the use of personnel; space, equipment and funds, must be commented on, it applicable. If Stranspace is needed to complete Section C, amont a separate sheet of paper.

Puring the period Subject was in charge of the Payroll Section at JUNAVE his performance was, in the rater's opinion, not more than adequate. He apparently was of the opinion thind being in charge of a section relieved him of the oncrous tasks of filing and other related duties of like nature. As far as meeting the payroll deadlines Subject was proficient in this duty, but he normally required considerable amount of overtime work to meet these deadlines. He had many ideas which he presented to Chief, Finance Branch for betterment of the payrolling system, but unfortunately after due consideration the majority of these ideas were found to be impractical and/or in violation of either good accepted commercial practice or Agency regulations. Suggestions made to him were outwardly accepted but upon follow-up it was determined that he had failed to implement these suggestions. Overall it is the rater's opinion that the Subject was barely adequate in performing his assigned tasks.

SECTION D	CERTIFICATION AND COM	4CU 12
1.	BY EMPLOYEE	
1	CERTIFY THAT I HAVE SEEN SECTIONS A. B. A	ND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
2.	BY SUPERVISOR	
months employee has been under my supervision 12 months	Subject departed the this Report.	EMPLOYEE, GIVE EXPLANATION Station without seeing
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 Jun 1966	Chief, Finance Branch	/s/ H. Robert Graham
3,	BY REVIEWING OFFICIAL	
and before the	resigned and departed the ere was an opportunity to	
* •	•	

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Deputy Chief for Support | /s/ William A. Jewett

OFFICIAL TITLE OF REVIEWING OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

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		FITHE	SS REPORT		ŧ	. •	1	SERIAL NUMBER
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SECTION A	-			NERA		72-22-	in and	
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	wilcont,	Jeines .	B, Jr.		Sep 1931			
6. OFFICIAL PO		Assistan		1	/GED/COTA	-	A. CUMBENT	. D. C.
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II. DATE REPOR	T DUE IN O.P.	ASAP '	-	1-	1 Cct. 190		-	5
ECTION B			PERFORMANC					
W - Yeal	positive remed	hal action. I	hally inadequate to the nature of the action of to separation.	lightly on cou	less than sati	counsaling, 1	to herner tra	ining, to placing on
A - Adequate	Performance me excellence.	eets all rèqu	irements. It is entir	ely sat	isfactory and I	s charactori	zed neithor b	y déficiency nor
P · Preficient	Performance is	more than s	atlafactory. Desired	result	s are boing pro	odučed in a s	preficient ma	nner.
S - Strong	**		ed by exceptional pro		-	į	•	
0 - Cutstanding			nal in relation to req s to warrant special			and in com	parison to th	a performance of
			SPECIFI	C DU	TIES			
nonner in which e	implayee purform responsibilities !	s EACH spo-	uties performed durir cific duty. Consider Mon their ability to	ONLY	effectiveness	in performa	nce et that'd	uty. All emplo, ees
			Property and the second					LETTER
Analy	zing Payrol	Ll Accoun	its				•	P
PECIFIC DUTY N	p. 2							RATING
Recon	ciling Tax	and Reti	rement Account	ts				P
ECIFIC DUTY NO), J							RATING
Compu	ting Staff	and Care	er Agents' Pay	and	Allowance	es	-	P
ECIFIC DUTY NO), 4							RATINS LET ER
Condu	cting Lisis	on with	our Division 1	egar	ding Payro	oll matte	ers.	P
ECIFIC DUTY NO	. 3		· .					RATING
Prepai	ring Corres	pondence			•		•	A
ECIFIC DUTY NO	. •					;		RATING
		_		_				LETTER
Mainte	ining Leave	records	and Agents'	Pay I	lles			P
		OYERALI	PERFORMANCE	IN C	JREENT PO	NOIT12		
emance of speci	lic duties, profi	uctivity, con	which influences have on ice, coordinated the influences have been seen as the influences have been as the influen	trione	is, pertinent	personal ma	is a papira	lens .
K*: "AY "9555"	the rating box so	era spanding	to the statement who	ch mos	accurately re	fiects his la	sel of perfer	nonce.

SECTION C'. NACHATIVE COLMENTS

SECTION D

Indicate significant attempts or weaknesses compositated in current position keeping factories perkanciate their relationship to average limits. Such sungastions made for expression of work performance. Give recommendations of recurring, Composition and surged in a surged in a surged in the composition of position. And they or explaint ratings given in Section to receive be at boost for determining future personnel action. Service of performance of singuistics or supersistive determining future personnel action. Service of performance of singuistics or supersistive determining future personnel action. Service of performance of singuistics or supersistive determining future personnel action.

In the six months that Hr. Wilcott was assigned to the Staff Agenta. Accounts Section, he demonstrated the ability to accept responsibilities and responded well to all work assignments. Mr. Wilcott was a great help in reconciling and analyzing Payroll, Tax, and Retirement accounts. He worked well with his associates and had a good disposition. Mr. Wilcott is very acceptative and dependshie.

This employee did not have any supervisory responsibilities and, therefore, is not being rated on Cost Consciousness.

	CERTIFY THAT I HAVE SELD SECTIONS A. B.	AND C OF THIS REPORT
30 April 1965	SIGNATURE OF EMPLOYEE	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERYISION	IF THIS REPORT HAS NOT BLEN SHOWN T	O EMPLOYEE, GIVE EXPLANATION
6	Employee had departed for	FCS prior to this date.
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
30 April 1965	Chief, Staff Agents Accts.	Sec.
3.	BY REVIEWING OFFICE	AL.
I co	oncur.	
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DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE .
30 April 1935	Chief, Compensation and Tur	E. D. v.
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CERTIFICATION AND COMMENTS

BY EUPLOYEE

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SECTION A	C	EHERAL			
1. NAMÉ	(Lest) (First) (Middle) Wilcott, James B. Jr	27 Scp 31	M	GS-07 SF	
4. OFFICIAL POS				CURRENT STATIO	N .
	Piscal Acct Asst	DDP/FE/Jito		Tokyo	1. 8
	PE UP APPOINTMENT	10. CHECK (X)	TYPE OF REPORT	•	
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	egyision AL (šee instructions - Section C)	X ANNUAL		REASSIGNMEN.	EMPLOVE
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II. DATE REPORT	roug in o.p. Aum 61		963 - 30 Ju		
SECTION B		E EVALUATIO	N		
A - Mequate P - Proficient S - Strong O - Outstanding	positive remedial action. The nature of the ac probotion, to reassignment or to separation, Performance meets all requirements, it is enti- escellence. Performance is more than satisfactory. Desire Performance is characterized by exceptional p Performance is so exceptional in relation to re-	Describe action to irely satisfactory of directly are belo reficiency.	ken or proposed and is characteri g produced in a p	in Section C	ency nor
	others doing similar work as to warrant specia				,
	SPECIF	IC DUTIES			
nonner in which e	he most Important specific duties performed dur refloyee performs EACH specific duty. Considents essansibilities MUST be rated on their ability to	W CHLY effective	ness in performa	nce of that duty. All	
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	s ell Station transactions for contally accountings and maintains				RATING
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Meintains cost center.	statistical records or private	rentals by i	ndividual h	ouse and	RATING LEFFER P
ECIFIC DUTY NO.					WATING
Advices 11	Y travelors of their entitlements of related duties as assigned by			ouchers, end	D
	OVERALL PERFORMANCE	E IN CURRENT	POSITION		
irmance of specifi irticular limitation	everything about the amployee which influences ic duties, productivity, conduct on 105, conce is or tolents. Based on your knowledge of em he rating box corresponding to the statemens with	his affectiveness rativeness, person ployee's overall p	In his current potent potent porsones tra	its or hotits, and it	RAY NE LETTLA
, 15 JUL 19					

FORM AT GASCLETA A PRIVIOUS A DITIONS

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NARRATIVE COMMENTS SECTION C overall performance, and surprise to provide the current position. Amplify or explain ratings given in Dection is to provide under the language competence, it requires for current position. Amplify or explain ratings given in Dection is to provide under the basis for determining future personnel oction. Manner of performance of managerial or surer gray future for the fail of Subject had performed his duties in a competent manner, Euchernites hase summ of money with few errors, and maintains the necessary statistical records. - Cost consciousness and management of organization assets does not apply to this position. CERTIFICATION AND COMMENTS BY EMPLOYEE I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT SIGNATURE OF EMPLOYEE 9 Jun 61 /s/ James Wilcott BY SUPERVISOR MONTHS EMPLOYER HAS MERN UNDER MY SUPERVISION AS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION DATE OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED HAME AND SIGNATURE Finance Officer 9 Jun 64 /s/ Frank Wells BY REVIEWING OFFICIAL COMMENTS OF REVIEWING OFFICIAL Subject has held the position of Finance Disbursing Officer since his arrival at Tokyo Station in May 1900. He has performed well in a function for which he had no previous experience or training. With a realignment of the office workload in December he was given the additional responsibility of processing TDY travel. Due

to his specialized work, he has not had the opportunity to be trained in other facets of finance work. He has been scheduled for finance training upon his return to Headquarters in July 1964.

OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRIVITED WAME AND SIGNATURE /s/ Jack Randall 7 Jun 0: Finance Officer

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JTT 10,374, 31 May 63

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	ntings.	i i i i i i i i i i i i i i i i i i i)					-	P
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cost c	enter.		· '		,			,	P
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Perfo	rms oth	ier related dut	ies as assigned by	the t	Finance C	llicer.			P
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oce the	ietter in t	ne rating box critesed	naing to the statement will	ch mos	t accurately sei	lects his le	at of parts	rmence.	P
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SECTION C	NARRA	TIVE COMMENT	<u> </u>	7	······································
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ATE	SIGNATURE OF EMPLOYER				
21 May 1963	/S/ James B. Wil	ćott	•		
•	BY S	UPERVISOR			
MONTHS EMPLOYEE HAS BEIN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT	BEEN SHOWN TO E	MPLOYCE, GIVE EXPLA	NATION	
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ATE	OFFICIAL TITLE OF SUPE	RVISOR	TYPED OR PRINTED N	AME AND SIGNATUR	E
21 May 1963	Finance Officer		/S/ Clerence No	TYT	
21 PRY 1905		WING OFFICIAL	Apl creatence un	ement III	
OMMENTS OF REVIEWING OFFICIAL		· ·			
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21 May 1963	Adm Officer	ļ	/S/ Dougles S		1

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or Career Service Form

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11. DATE REPORT	T DUE !	M.O.P.			1	Apr. 61 - 30					
SECTION B				PERFORMANC	E EV	LUATION					
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tures into	month	aly account	ing	and maintain	s app	ropriate sub	sidia	'y re	cord	ls.	S
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MARRATIVE COMMENTS

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overall performance. State sugge	if required for current position. Amelify or a	heeping In proper perspective their relationship to ance. Give recommendations for training. Comment uptain ratings given in Socion B to provide best gerial or surgressions during must be described, if
Subject is consc	ientious, industrious, and wil rformed capably in a function	ling to accept all responsibility for which he had no previous
experience or training job. He has handled	g, and has shown a marked into large sums of money with few c	rest in learning all facets of his rrors, and maintains the recessary
statistical records i	n a competent manner.	
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SECTION D	CERTIFICATION AND COM	ENTS
1.	BY EMPLOYEE	
	ERTIFY THAT I HAVE SEEN SECTIONS A, B, A	ND C OF THIS REPORT
19 July 1962	James B. Wilcott /s/	
2.	BY SUPERVISOR	
MONTHS EMPLOYED HAS BEEN UNDER MY SUPERVISION	IP THIS REPORT HAS NOT BEEN SHOWN TO E	MPLOYEE, GIVE EXPLANATION
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 July 1962	Finance Officer	
i	BY REVIEWING OFFICIAL	•
OMMENTS OF REVIEWING OFFICIAL		
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ATE .	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
17 July 1962	Finance Officer	Clarence F. Korment

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NARRATIVE DESCRIPTION OF MARKER OF JUS PERFORMANCE Stress strengths and wecknesses demonstrated in current position. Infecte suggestions underto enclayer for improvement of his work. Give recommendations for his training. Describe, if appropriate, his posteries for levelaparia and the passaming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions. Subject is conscientious, industrious, and willing to recept all responsibility given him. He has performed capably in a function for which he had previous experience or training, and has shown a marked interest in learning all facets of his jeb. He has handled large sums of money with few errors, and maintains the necessary statistical records in a competent camer. Subject should strive to develop more confidence in himself and in his ability to perform the duties assigned him. His lack of assurance and his naivete are sometimes disconcerting to those with whom he deals. This report has been prepared in accordance with FE Invision standards which recognize the principle of rating the individual against the group. Thus an 'average' rating reflects an entirely satisfactory performance. SECTION F CERTIFICATION AND COMMENTS BY FMPLOYEF I certify that I have seen Sections A, B, C, D and E of this Report. SIGNATURE OF EMPLOYEE James B. Wilcott BY SUPERVISOR HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON. EMPLOYEE UNDER MY SUPERVISION LESS THAN 80 DAYS OTHLA (Specify): OFFICIAL TITLE OF SUPERVISOR DATE 3 19ay 1961 BY REVIEWING OFFICIAL I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION. I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION ... I CANNOT JUDGE THESE EVALUATIONS, I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

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	FITNESS REPORT	(Part I) PERFORMANCE
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FOR THE APPINISTRALLY	E OFFICER. Consult correct inst	ructions for completing this report.
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this evaluation to vo	but supervisor and sensor office	als. Organization policy requires that you inform the subordi
nate where he atenda	with you. Co-piction of the	report can help you prepare for a discussion with him of hi
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Lersoncel no later th	an to days after the date and to	is employee, it must be completed and forwarded to the Office of sted in item 8, of Section. A below,
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SECRET PUH: - 27 DEC 55 NOTIFICATION OF PERSONNEL ACTION ೧೯೨ Hileatt, James & Jr. 025790 3. HATURE OF PERSONNEL ACTION S CATEGORY OF EMPLOYMENT RESIGNATION 11/29/65 REGULAR 7 COST CENTER NO. CHARGEASLE 8 CIC OR OTHER LEGAL AUTHORITY W TO CF PUNDS 6135 1164 0606 CF 10 CF 10. LOCATION OF OFFICIAL STATION P. ORSANIZATIONAL DESIGNATIONS DDP WH US FIELD WH/C JEMAVE DEP CHIEF OF STATION FOR OPERATIONAL SUPPORT FINANCE BRANCH JIMMIL II. POSITION TITLE 12 POSITION NUMBER 13 SERVICE DESIGNATION FISCAL ACCT ASST 1353 14. CLASSIFICATION SCHEDULE (GS, LB, etc.) IS OCCUPATIONAL SERIES 16. CRADE AND STEP IF. SALARY OR RATE 67 4 GS 0501.03 6830 18 REMARKS -SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL 21. OFFICE CODING 25 DATE OF BIRTH 24 DATE OF SRADE 27 DATE OF LEE 19 ACTION 20 Emples 22 STATION , 22 INTEGREE 115 RETIREMENT BATA 33 SECURITY 29 SPECIAL 30. 31 SEPARATION 12 CORRECT: SM/CARCELLATION DATA REFERENCE REG BG 1600091 35. VET PREFERENCE 14. SERV. COMP DATE | 37 LONG COMP DATE 38 CAREER CATEGORY FEGLI / HEALTH INSURANCE O SOCIAL SECURITY NO ---..... RESE PROV -STATE TAY DATA PREVIOUS COVERNMENT SERVICE BATA 42. LEAVE CAT 43 FEDERAL TAS BATA 44 (094 FORD \$1804188 -0 747 STATE COS O NO PREVIOUS BENYICE FOR # ERECUTED . NO BREAK IN SERVICE SIGNATURE OR OTHER AUTHENTICATION

*PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301
PURSUANT TO AUTHORITY OF DOT AS PROVIDED IN THE CIA ACT OF 1949.
AS AMENDED, AND ANDCI POLICY DIRECTIVE DATED N OCTOBER 1962.*

EFFECTIVE DATE OF PAY ADJUSTMENTS 10 OCTOBER 1965

NAME
SERIAL ORGN. FUNDS GROSTEP SALARY

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025798 51 550 CF GS 07 4 \$ 6,650 \$ 6,890

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1 SERIAL RUMBER	2 MAME (LAST FIRST	MIDDLE)			· · · · · · · · · · · · · · · · · · ·		
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ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

CDADE			Per A	lnnum	Rate	s and	Steps			
GRADE -	1	2	3	4	5	6	7	8	9	10
GS- 1	\$3,385	\$3,500	\$3,615	\$3,730		\$3,960	\$4,075	\$4,190	\$4,305	\$4,420
GS- 2	3,680		3,930	4,055				4,555	4,680	4,805
GS-3	4,005	4,140	4,275	4,410	4,545			4,950	5,085	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230	5,380	5,530	5,680	5,830
GS- 5	5,000	5,165	5,330	5,495	5,660	5,825	5,990	6,155	6,320	6,485
GS- 6	5,505	5,690	5.875	6,060	6,245	6,430	6,615	6,800	6,985	7,170
GS- 7	6,050	6,250	6,450	6,650	6,850	7,050	7,250	7,450	7,650	7,850
GS- 8	6,630	6,850	7.070	7,290	7,510	7,730	7.950	8.170	8,390	8,610
GS- 9	7,220		7,710		8,200	8,445	8,690	8.935	9.180	9.425
GS-10	7,900		8.440	8,710	8,980	9,250		9,790	10,060	10,330
GS-11	8.650	8.945	9,240	9,535		10,125		10.715	11.010	11.305
GS-12	10.250	10.605			11.679	12,025	12,380	12,735	13.090	13,445
GS-13	12.075	12,495	12.915	13.335	13.755	14.175	14.595	15.015	15.435	15,855
GS-14	14.170	14.660	15.150	15.640	16.130	16.620	17.110	17,600	18.090	18,580
GS-15	16.460	17.030	17.600	18.170	18.740	19.310	19.880	20.450	21.020	21,590
GS-16										
GS-17										
GS-18										

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND OCT MEMORANDUM DATED 1 AUGUST 1956; SALARY IS ADJUSTED AS FOLLOWS.

GRON FUNDS

1 Serial No		3	None		3	Cost Center	Number	4	LWOP	Hours
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SECRET (When Filled In)

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IN ACCOPDANCE WITH THE SECURSIONS OF PURLIC LAR - 87 - 787 AND DOL MEMORANDUM DATED - 1 EUGUST 1886 , SALARY IS ADJUSTED AS ECLLOWS, EFFECTIVE 14 OCTOBER 1942

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14 00000

SERIAL CROM FUNDS GP_ST SALARY GR_ST SALARY

WILCOTT JAMES & JR 025798 56380 CF 06 4 5 5325 06 4 5 5545

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IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED

1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD NAME SERIAL ORGN GR-ST OLD SALARY NEW SALARY

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/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

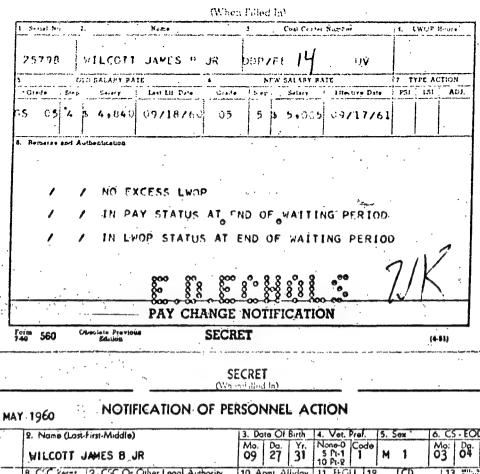
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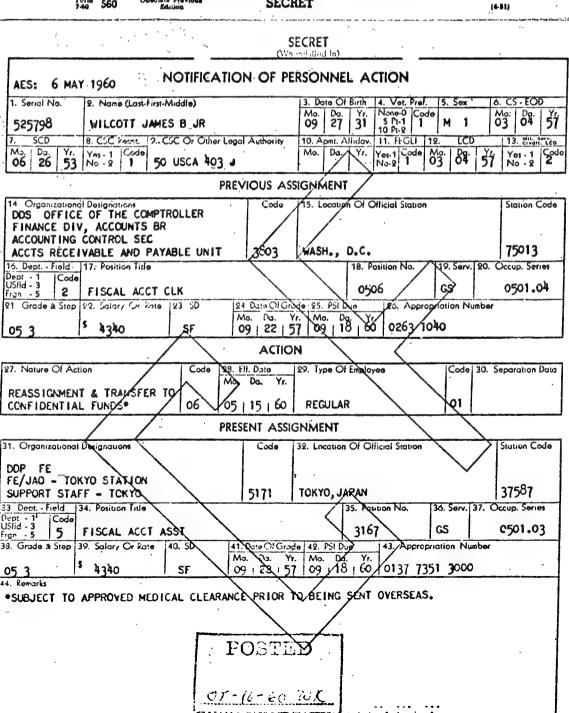
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OFFICIAL PERSONNEL FOLDER

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Committee : Insergerhighteen si p. 1. 32 - 419 Allohott attective a selective of is spis ison aboutful as falled

125798 GS-05-1 \$ 3,670 \$ 4,040 WILCOTT JAMES & JR

ASA CONTRACTOR OF PERSONNELLS

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IN LIFU OF FORM 1150 THIS NOTIFICATION EFFECTS RESLOTTING RESULTING FROM R-20-250

SD OLD SLOT NEW SLOT DATE NAME

125798 WILCOTT JAMES B JR SF 0305.02 305 01/12/59

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SECRET (WHEN FILLED IN) 1 EMP. SERIAL NO. NAME ASSIGNED CREAM. 4. FUNDS & ALLOTHENT 125798 WILCOTT JAMES B JR DDS/COMPT / V-20 OLD SALARY RATE NEW SALARY RATE EFFECTIVE DATE LAST EFFECTIVE DATE GRADE SALARY STEP GRADE STEP SALARY HO BA mo. DA GS. 5 1 \$ 4,040 57 22 2 . \$ 4,190 09 21 58 GS REMARKS CERTIFICATION I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY. TYPED, OR PRINTED, NAME OF SUPERVISOR H. A. CHANDIER 13 August 195 ₽, PERIODIC STEP INCREASE - CERTIFICATION PERSONNEL FOLDER FORM NO. 560

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STANDARD FORM 30 (8 PART)

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W.S. CITYL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

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. VETERAN'S PREFERENCE	_		14. POSITION		NOTION MOTOR	
NE WWII OTHER S-PT. 10-POINT			HEW VICE I	. A REAL		
¥			111	1 1		SD/SP
16 APPROPRIATION			17. SUBJECT	10 C 3.	IS DATE OF APPOINT- MENT AFFIDANTS	19 LEGAL RESIDENCE
FROM			1165-		FACCESSIONS ONLYS	CLAIMED PROVE
#10 7-6303-	20 7	50-13	Yes		4 Par 1957	STATE.
			• •			
Subject to the sai	disfactory com	pletica di	a trial	period	i of one year.	•
Subject to the mi	distactory com	plotion of	a medica	r] eoms	dratios.	
RC-135						
000 03/04/57						
CSEOD 03/04/57					•	
LCD 03/04/57						
SGD 06/26/53			2	เลยา	/04/57	
PSI due 03/07/58			~ 1			
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TRANCE PERFORMANCE RATING:	. ္စလ္မ	လို့သူ	ore one o	000 g	9 90 800 sec	
	9	U U O	w. <u>0 0</u>	<u> </u>	युक्त रहे स्ट्रीट हैं के रहे के रहे के	

4. PERSONNEL FOLDER COPY

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			EMPLOYPE SE	RIAL NUMBER
	FITNESS REPORT	•	02579	8 .
SECTION A		ENERAL		
HAME	(End) (Final) (Middle)	2. DATE OF BIRTH		. SD
. OFFICIAL POL	Wilcott, James B., Jr.	27 Sep 31	M GS-07	SF
	l Acct Asst	DDP/WH/C	JAWAVE	
	PE-OP-APPOINTMENT	. 10. CHECK (A) TYPE	OF REPORT	
CAMEER	TEMPORARY	MITIAL	REASSIG	HMEN7,9UPERVISC
CAREER-P	ROVISIONAL (See Instructions - Section C)	ANNUAL	REA3516	NWENT EMPLOYE
SPECIAL (S	pocify to 200	SPECIAL (Spec		n
II. DATE REPORT	DUE OLO.P.	18. REPORTING PER 26 Apr 65	- 15 Apr 66	•
SECTION B	PERFORMAN	ICE EVALUATION	•	
W - Week	Performance ranges from wholly inadequate to positive remedial action. The nature of the opposition, to reassignment of to separation. Performance meets of languirements. It is er	ction could range from a Describe action taken o	ounseling, to further train or proposed in Section C.	ing, to placing on
A - Adequate	excellence.	surraiserory one i	e environmental nations by	-
P - Proficient	Perference is more than satisfactory. Desi		duced in a proficient manin	noř ,
S . Strong	Performance is characterized by exceptional			
O · Quistanding	Performance is so exceptional in relation to others doing similar work as to warrant speci		and in comparison to the	performance of
		FIC DUTIES		
nanner in which e	he most important specific duties performed d maloyée portorm's EACH specific duty. Consi esponsibilities MUST se reted on their ability	der ONLY-effectiveness	In performance of that dut	iy. All employees
PECIFIC DUTY N	Lists, computes and ver	ifies cov	er companies	RATING LETTER
commercia	1 payrolls involving appr	oximately		ares
and verif	ies all salary checks. A	n accounting n	achine is used	
for payro	lling. Maintains both overt co			rds. PATING
PECIFIC DUTY NO	Naintains both overt co	mmercial and c	covert pay reco	LETTER
	c. for staff employees, s s. Maintains leave recor	de for WAP cor	tract employee	8
and agent	taff personnel	us tol mur cor	ttract emproyee	W
PECIFIC DUTY NO	Responsible for timely	naument of mor	thly tax denos	its RATING
and prepa	ration of the quarterly F	ederal Withhol	ding and Socia	1 LETTER
Security	tax returns of the cover	companies		A
PECIFIC DUTY NO Field Sta	'Initiates dispatches and tions on all matters perta	d cables to He aining to pav.	adquarters and leave and pay:	roll RATING
deduction	s of staff exployees, sta	ff agents and	contract employ	yees .
and_agent	S	T.		A
PECIFIC DÜTY NO	. 9			RATING
				İ
				į į
ECIFIC DUTY NO	•			RATING
	4 4			LETTER
	1 :			
	, :			
	OVERALL PERFORMAN	CE IN CURRENT PO	SITION	
ke into account	everything about the employee which influence	es his offectiveness in h	is current position such a	S per-
rmance of speci eticular limitatio	tiv. dutres, productivity, conduct on job, coons of talents. Based on your knowledge of a the tetring box corresponding to the statement	perativaness, pertinent implayee's averall perfo	personal traits or habits, rmance during the rating (and period,
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Trate to Care			~ ·	

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basis for determining future personnel action. Mannée of performance of managerial or supervisor if applicable, 115 no 150cc 14 '66 in the use of personnel, space, equipment and funds, must be

During the period Subject was in charge of the Payroll Section at JMWAVE his performance was, in the rater's opinion, not more than adequate. He apparently was of the opinion that being in charge of a section relieved him of the onerous tasks of filing and other related duties of like nature. As far as meeting the payroll deadlines Subject was proficient in this duty, but he normally required considerable amount of overtime work to meet these deadlines. He had many ideas which he presented to Chief, Finance Branch for betterment of the payrolling system, but unfortunately after due consideration the majority of these ideas were found to be impractical and/or in violation of either good accepted commercial practice or Agency regulations. Suggestions made to him were outwardly accepted but upon follow-up it was determined that he had failed to implement these suggestions. Overall it is the rater's opinion that the Subject was barely adequate in performing his assigned tasks.

	CERTIFICATION AND COM	AENTS
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A. B. A	ND C OF THIS REPORT
DATE	SIGNATURE OF ENPLOYEE	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION		EMPLOYEE, GIVE EXPLANATION Station without seeing
12 months	: this Report.	
PATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 Jun 1966	Chief. Finance Branch	/s/ H. Robert Graham
1	BY REVIEWING OFFICIAL	
and before to		
		observe his performance.

Physican By:

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`				FITNE	SS REPORT			V	EMPLOTEE:	ERIAL N	UMBER
l					.33 REFORT		•		025	798	
SECT	ION A					ENERA	L				
Is MA		(Loi		(Piret)	(Middle)		TE OF BIRTH	3. 9EX		a. 10	,
		WILCO		James	B, Jr.		Sep 1931	N.	GS-07	SF	
9. OF	FICIAL POS		nance A	.aciatea	•	. 1	CFD/CETA		B. CURRENT ! Wadh .	D. C	
.9. CH	ECK (X) TY						HECK IN TYPE			, 5. 0	
	CAREER	T	RESERVE	1	TEMPORARY		INITIAL			-	UPERVISO
	CAREER-PI	ROVISIO	DNAL (See !	nelluctione	· Section C)		ANNUAL				EMPLOYEE
	SPECIAL (S	pocity):					SPECIAL (Spec	cify):		•	
II. DA	TE REPORT	OUE I	N O.P.		•		EPORTING PER	-			
				ASAP		. 1	1 Oct. 196	54 = 25 I	lpril -1969	5	
SECT	ON B				PERFORMA	ICE EV	ALUATION				
M - W	<u>ē</u> ck	po siti	lve remedia	l action. 1	holly inadequate the nature of the arture of the arture of the arture.	ction co	ild range from a	counseling,	la further train	ning, to p	y requires ilacing on
	gedhate	excel	lence.		irements. It is m				•		ncy nor
-	roficient				attisfactory. Desi		• •	oduced in a p	voficient man	nor,	-
\$ • <u>\$6</u>					ed by exceptional	-	•				
0.0	Urstanding				nal in relation to s to warrant spec			ond in com	perison to the	periorma	ince of
					SPEC	FIC DU	TIES				
manner with su	in which a	mplaye espons	e performs	EACH spe	uties performed d cific duty. Consi id on their ability	der ONL'	diloctiveness	in performa	nce of that du	ry. All o	
3/2(17	IC DOTT NO	J. I			-	•					CETTER
	Analy	zing	Payroll	L Accour	its						P
PECIFI	C DUTY NO). ž									RATING
	Recond	cilin	s xeT g	ınd Reti	rement Acco	ints					P
PECIFI	C DUTY NO	. 3			· · · · · · · · · · · · · · · · · · ·			•			RATING LETTER
	Comput	ting	Staff a	nd Care	er Agents' 1	ay and	l Allowance	es			P
PECIFI	C DUTY NO	. 4									RATING
	Conduc	ting	Liaisc	n with	our Division	regai	ding Payro	oll matte	ers.		P
											BARING
PECIFI	C DUTY NO.	. •								Ì	RATING LETTER
	Prepar	ing (Corresp	ondence			•		•	İ	, A
PECIFIC	DUTY NO.	. 6						:			RATING LETTER
	Mainta	inin	g Leave	record	and Agenta	Pay	Files				P
				OVERAL	L PERFORMAN	CE IN C	URRENT PO	MOLTIZ			
ormance	of specif	lic duti	ies, produc	he employe	e which influence duct on 100, 200 r knowledge of a to the statement	a hia off	ctiveness in h	is current personal tra	its or habits,	s per-	PATING LETTER

SAM AS

OFFICE OF PERSONN

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping indicate per perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendation the spanning. Comment on hereign language competence, if required for current position. An plify or explain ratings given in Section B approvide best basis for determining future personnel action. Manner of performance of manuscript or supervisory duties must be described, if applicable.

MAIL ROOM

In the six months that Mr. Wilcott was assigned to the Staff Agents Accounts Section, he demonstrated the ability to accept responsibilities and responded well to all work assignments. Mr. Wilcott was a great help in reconciling and analysing Payroll, Tax, and Retirement accounts. He worked well with his associates and had a good disposition. Mr. Wilcott is very cooperative and dependable.

This employee did not have any supervisory responsibilities and, therefore, is not being rated on Cost Consciousness.

255 1104 0	CERTIFICATION AND COMMENTS
1.	BY EMPLOYEE
1	CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE
30 April 1965	
2.	BY SUPERVISOR
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
6	Employee had departed for PCS prior to this date.
DATE .	OFFICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE
30 April 1965	Chief, Staff Agents Accts. Sec.
3.	BY REVIEWING OFFICIAL
COMMENTS OF REVIEWING OFFICE	ncur.
: .	
	201
30 April 1965	Chief, Compensation and Tax Div.

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In	FITN	ESS REPORT	,			1	5798	RIAL NUMBER	
SECTION A	19114	GE	NERA	L					
1. NAME	(Last) (First)	(Middle)		TE OF BIRTH	3. SEH	4. GRA		3 0'	
`	Wilcott, James	B. Jr	1 '	Sep 31	M	GS-		SF	
4. OFFICIAL PO		· 44	7. 01	PIDIVIAR OF	ASSIGNMENT	e. cur	RENT ST	ATION	
	Fiscal Acet Assi			/fe/jko			rokyo		
	PR OF APPOINTMENT		10. C	HECK (X) TYPE	OF REPORT	7	1		
X CAREER	MESERVE .	TEMPORARY		INITIAL				MENT SUPERV	
	ROVISIONAL (Sée instructions	· Section C)	X.	ANNUAL			REASSIG	NMENT EMPLO	YEE
SPECIAL (-	SPECIAL (Spec					
	Aug 64	· · · · · · · · · · · · · · · · · · ·	1	July 1963			64		
SECTION B		PERFORMANC	E EY	LUATION					
W - Weak A - Adequate P - Proficient S - Strong O - Outstanding	Performance rangus from a pasitive remedial action. probation, to reassignment Parformance meets all requirections. Performance is mura than Performance is characteris.	The nature of the act or to separation, D ulrements, It is entired satisfactory. Desired ted by exceptional pro-	ion cou o scrib oly sat I result oficien	ld range from a action taken isfactory and i s are being pro cy.	counseling, f or propased i is characteris aduced in a p	o furth In Secti zed nel proficie	or traini ion C. Ither by a int manna	ng, to placing deficiency nor	on
O - Our standing	Performance is so exception others doing similar work	ss to warrant special	recogn	ition.	and in com	pari son	to the p	performance of	
		SPECIF	C DU	TIES					
manner in which e with supervisory respective pury his As Static cash (Japane Cash (Japane Consolida balance dail	on Cashier, responses yen, U.S. dolla	pelfic duty. Consider and on their ability to ible for the d rs, EPC).	aily	receipt a	in performer number of em	rseme	that duty supervi	y. All employs	YG ER
	s all Station transonthly accountings							ndi-	ig ER
Polices i accountings.	ndividual housing	and vehicle ad	rance	accounts	and audi	ts re	elated	P	d.
Naintains cost center.	statistical record	is or private r	enta	ls by indi	vidual h	ouse	and	P	2
Advises Tiperforms other	Of travelers of the er related duties a	ir entitlement is assigned by	s, an	dits the	travel ve	ouche	rs, e	nd P	2
	· OYERAL	L PERFORMANCE	IN C	URRENT PO	SITION				4
ormance of speci articular limitation loce the letter in (everything about the employ lic duties, productivity, co ns or talents. Based on you the tating box corresponding	nduct on job, cooper at knowledge of emp i to like statemant whi	ativens loyae's ch mas	ss, partinent overall perfor t occurately re	porsònal trai rmanco durir	its or h	abits, a	nd priod, P	
1,5 JUL 19	64:	A A	-	A1	- T				

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SECTION C.	NARRATIVE COMMENTS	PFICE OF PENSONNE
Indicate significant attenuts or	aknesses demonstrated in current position keeping li	proper perspective their relationship to
averall performance. State succest	ion's made for Improvement of work performance. Giv	e recommendations for training. Comme
on foreign language competence; if	required for current position. Amplify or explain rati	ing's given in Section. B to provide best
basis for determining future person	vel oction. Manner of performance of managerial ar s	about the A die dans property pod !!
opplicable.		A8 UN AA
	A S R COLLEGE OF THE	* * * * * * * * * * * * * * * * * * *

Subject has performed his duties in a competent mannor. Unapprofiled huge sums of money with few errors, and maintains the necessary statistical records.

Cost consciousness and management of organization assets does not apply to this position.

25C HOW D	CERTIFICATION AND CO)WWEH 12
1.	BY EMPLOYEE	
	CERTIFY THAT I HAVE SEEN SECTIONS A.	B, AND C OF THIS REPORT
DATE	SIGNATURE OF EMPLOYEE	
9 Jun 64	/s/ James Wilcott	<u> </u>
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERYISION	IF THIS REPORT HAS NOT BEEN SHOWN	TO EMPLOYEE, GIVE EXPLANATION
23	- 1	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
9 Jun 64	Finance Officer	/s/ Frank Wells
3. COMMENTS OF REVIEWING OFFIC	BY REVIEWING OFFICE	IAL .
Tokyo Station in H previous experienc December He was gi- to his specialized facets of finance return to Headquart	ey 1960. He has performed we or training. With a realig wen the additional responsible work, he has not had the opposers. He has been scheduled.	sbursing Officer since his arrival at ll in a function for which he had no nment of the office workload in lity of processing TDY travel. Due ortunity to he trained in other for Finance training upon his
DATE	OFFICIAL TITLE OF REVIEWING OFFICIA	TYPED OF PRINTED NAME AND SIGNATURE
7 Jun 64	Finance Officer	/s/ Jack Rondall

Finance Officer

FJTT 10,374, 31 May 63

CONTENTIAL

ار		EITNI	ESS REPORT		•	•	EMPLQYEE	SERIAL N	UMBER
M		FIIM	233 KEFUKI				0257	98	
SECTION A				GENERA	L				
1. NAME	(Leet) /	(Firet)	(Middle)	2. 0	TE OF BIRTH	3. SER	4. GRADE	9. 80	
VIICO	TT, JAMES B. JI			9	7 Sept 31	M	GS-6	. SF	
. OFFICIAL PO	SITION TITLE			7. 0		SAIGNMENT	. CURRENT	STATION	
	L ACCT ASST				DDP/FE/JKO		To	kyo	
B CHRC (1) 94	PE OF APPOINTMENT		. 1		HECK (X) TYPE	0F BE BOD		77.70	
					<u> </u>	OF REPORT			
CAREER	NESERVE .		TEMPORARY		INITIAL .				SUPERVISO
The second second	ROVISIONAL (See mail	MCT PORG	- Section C)	X	ANNUAL .		MEASS	IGNMENT	EMPLOYER
BPECIAL,					SPECIAL (Spec				
II. DATE REPOR	TIQUE IN O.P.		,	- 1	EPONTING PEN				
				<u> </u>	l Jul 62 -	<u> 30 Jun (</u>	33		
SECTION B			PERFORMA	HCE EV	ALUATION				
W - Weak	Performance ranges positive remedial a probation, to reassi Performance meets	ction. gn mon t	The nature of the or to separation,	Describ	ild range from c e action taken i	ounseling, to proposed	to further trai in Section C.	ining, to	placing on
- LIKELENGIE	excellence.	70.					-30	,	,
P - Proficient -	Performance is more	than i	iatisfactory. Desi	red resul	s are being pro	duced in a s	proficient ma	nner.	
5 - Strong	Performance is char	acteriz	ed by exceptional	proficien	cy.				
O - Outstanding	Performance is so e others doing similar					and in com	parlson to th	e perform	ance of
			SPEC	IFIC DU	TIES				
1.1-0 - 01 - 4	4.2	- > # > 1					1	h h	. 13
manner in which e	ihë,most Important sp imployee performs EA responsibilities MUST	CH spe	citic duty. Consi	der ONL	* affectiveness	in performe	nce of that d	uty. All	
SPECIFIC DUTY N	Oi 1,								RATING
As Station 6	Cashier, resp	neih	le for the d	illa rio	caint and	dichunge	mont of		LETTER
	ese yen, U. S				ceipt and	manar ac	ment of		P
PECIFIC DUTY N	0. 2							•	RATING LETTER
Consolidate daily.	s all Station c	ash t	ransactions	to one	voucher a	ınd veri	fles bala	nce	p
PECIFIC DUTY NO). 3					~			RATING
d	11 (01 - 11								LETTER
	s all Station tr								
tures into n	onthly accoun	tings	and mainta	ins apj	propriate s	subsidia	ry recor	ds.	P
PECIFIC DUTY NO	0. 4								RATING
		_						1	LETTER
Polices indi	vidual housing	and	vehicle adv	ance a	ccounts an	d audits	related	į	
accountings.								i	P
BECIEVA TURNING									RATING
PECIFIC DUTY NO	le ⊞					•			LETTER
Maintains st	atistical reco	ds o	n all private	renta	ls by indiv	vidual ho	ouse and		
ost center.								1	P
PECIFIC BUTY NO	i. 6							1	RATING
Performs of	her related du	ties :	as assigned	by the	Finance (Officer.			P
			L PERFORMAN					1	
									RATING
ormance of speci orticular limitatio	everything about the clic duties, productiving or tolents. Based the rating box corresp	on you	educt on job, coop is knowledge of a	perativeno mployee's	ess, pertinent (overali perior	personal tra Imance duri	its or habits, ng the rating	ond period	P
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3 5.0 100			·			Cup I			

PORM 45 OPERATE PRESIDENT

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SECTION C	MARRATIVE	A STATE SHOWING A STATE OF THE	<u>.</u>
overall performance. State sug	low to tnemevorame to about analysing	position keeping in proper pilos Bije, their relationship is performance. Give recommendations and graining. Committee of the property of the	neni
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		3 38 PH %3	
		MAIL	
a first of the		ROOM	
responsibility manner and h Subject at tim uncertain in h	y assigned him. He has has shown a marked interies gives the impression his thinking, and he does	ious, and willing to accept all performed his duties in a competent est in learning all facets of his job. (whether warranted or not) of being not always seem to exercise his at he is striving to eradicate this	
impression.			
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ECTION D	CERTIFICATION AND		
. DECTION D	CERTIFICATION AND BY EMPLOY		
	CERTIFY THAT I HAVE SEEN SECTION		
ATE	SIGNATURE OF EMPLOYEE		
21 May 1963	/S/ James B. Wilcott		
ONTHS EMPLOYEE HAS BEIN	BY SUPERVIS		
INDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SH	UWN TO EMPLOYER, GIVE EXPLANATION	
33	·	•	
ATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
		·	
21 May 1963	Finance Officer	/s/	
	BY REVIEWING OF	FICIAL	
OMMENTS OF REVIEWING OFFICIA	NL .		
Concur in the	evaluation.	•	
5			
· · · · · · · · · · · · · · · · · · ·	•		
YE	OFFICIAL TITLE OF REVIEWING OF		
21 May 1963	Adm Officer	/3/ Douglas S. Trabue	
	SECRET		

CONFIDENTIAL

	Then Filled	in)	ur Co	reer Serv	ice Board
FITNESS REPORT	Ţ		`:		ERIAL NUMBER
2 A A A A A A A A A A A A A A A A A A A				02	5718
SECTION A	GENERAL	E OF BIRTH	3. SEX .	4. GRADE 8	, 3D
WILCOTT, James B.	1	7 Sept 31	M	J	. Š F
6. OFFICIAL POSITION TITLE	7. OF	/DIV/BR OF A	BEIGNMENT	. CURRENT S	TATION
Fiscal Acct Asst.		/Tokyo		Toky	0 .
9. CHECK IX) TYPE OF APPOINTMENT	10. CH	ECK (X) TYPE	OF REPORT		
CAREER RESERVE TEMPORARY		INITIAL			NMENT SUPERVIS
CAREER-PROVISIONAL (See Instructions - Section C) BPECIAL (Specify):	- X	ANNUAL BPKCIAL (Spec	(fu)	1-2-3-10	-
11. DATE REPORT DUE IN O.P.	18. HE	PORTING PERI		p-)	
	1.7	Apr 61 - 3	0 June (32	
SECTION B PERFORM	MANCE EVA	LUATION			
W - Weak Performance ranges from wholly inadequal positive remedial action. The nature of the probation, to reassignment or to separation. A - Adequate Performance meets all requirements. It is excellence. P - Proficient S - Strong Performance is more than satisfactory. D Performance is characterized by exception	he action coulion. Describe s'entirely sati Postred results not profictenc	d range from co action taken o afactory and is are being prod y.	ounseling, t r proposed s characteri luced in a p	o further train In Section C. ted neither by roficient mann	ing, to placing or deficiency nor
O - <u>Outstanding</u> Performance is so exceptional in relation others doing similar work as to warrant sp			and in comi	orison to the	performance of
SPI	ECIFIC DUT	IES			
List up to six of the most important specific duties performed minor in which employee performs EACH specific duty. Cowith supervisory responsibilities MUST be rated on their abil SPECIFIC DUTY No. 1	nsider ONLY lity to supervi	effectiveness so (indicate nu	in performor	nce of that du playees superv	y. All employees
Station cashier responsible for the day of cash.	to day re	oeipt and	Olsours	ement	P
Consolidates all station cash transaction balance daily.	ons to one	vouch er	and veri	fies	RATING LETTER
Summarizes all station transactions for tures into monthly accountings and maint					
PECIFIC DUTY NO. 4 Polices individual housing and vehicle a accountings.	idvance ac	counts and	audits	related	RATING LETTER
PECIFIC DUTY NO. 5 Maintains statistical records on all pri cost center.	vete rent	als by ind	lividual	house and	RATING LETTER P
PECIPIC DUTY NO. 6					RATING
Performs other related duties as assigned	d by the l	inance Of	ficer.		P
OVERALL PERFORM	YNCE IN CIT	PRENT PAG	TION		
-					RATING
ake into account everything about the employee which influer prmance of specific duties, productivity, conduct on job, c urricular limitations or talents. Based on your knowledge of oce the letter in the rating box corresponding to the statemen	:coperativ ene : f employee 's	s, pertinant poverall perform	ersonal trai nance durin	its or habits, a ig the rating p	and pariod, P

SECRET . .

SECTION C	NARRATIVE COMMEN	ITS. 19. 19. 19. 19. 19. 19. 19. 19. 19. 19
overall performance, State sug on foreign language competence basis for determining future per applicable.	gestions made for improvement of work perform i, if required for current position. Amplify or a sonnel action, <u>Manner of performance of mana</u>	Leeping in proper perspective their relationship to ionce. Give recommendations for training, Command spiploin ratings prisery is Section B to provide best igerial or supervisory duties must be described, if
given him. He has p	erformed capably in a function	ling to accept all responsibility for which he had no previous
experience or traini	ng, and has shown a marked inte	rest in learning all facets of his
job. He ban handled	large sums of money with few e	errors, and maintains the necessary
•		*
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	•	
	•	•
		, , ,
	•	
•		
SECTION D	CERTIFICATION AND COM	ENTS
1.	BY EMPLOYEE	
DATE	CERTIFY THAT I HAVE SEEN SECTIONS A, B, AI SIGNATURE OF EMPLOYEE	ND C OF THIS REPORT
19 July 1962	James B. Wilcott /s/	
2,	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO	EMPLOYEE, GIVE EXPLANATION
- / :		
75		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
17 July 1962	Finance Officer	
l	BY REVIEWING OFFICIAL	
OMMENTS OF REVIEWING OFFICE	AL .	•
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ATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
17 July 1962	Finance Officer	Clarence F. Norment
2, 041, 1,01	Filmice Officer	Clarence F. Norment

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FITNESS REPORT			Em.	5 of	2 SER	74	IMB E F	1
SECTION A GE	NEDAL	•		3 6	- 5	1. 7	<u>o</u>	
1, NAME (Loot) (First) (Middle)	NERAL	7 M	3, 36	¥ .		14. g	RADE	
VILCOTT, James B	27 Sept 19			M		-1 "	S-0	
S. SERVICE DESIGNATION S. OFFICIAL POSITION TITLE	1 47 44		7. 05		/8R C	P ASS		
SF Fiscal Acct. Asst.					•	tati		
& CAREER STAFF STATUS	10.	77	PE OF R		-	, carer	·	
NOT ELIGIBLE WEMBER DEFENCED	INITIAL		BRIGHME			HOR		
PENDING DECLINED DENIES	MANNUAL	REA	SSIGNME	HT/EN	4PLOY	-		
10, DATE REPORT DUE IN O.P. 11. REPORTING PERIOD	SPECIAL (Specify)						
× 31 May 1961 27 May 60 to 31 Mar	Si.							
SECTION B EVALUATION OF PERFOR		CIFIC DU	TIES					
List up to six of the most important specific duties performed dur manner in which employee performs EACH specific duty. Consider with supervisory responsibilities MUST be rated on their ability t	ing the rating perion ONLY effectiven	d. Inseri i ess in peri	oting au	inber of the	which at duty protect	best d y. All D.	empi	bes the byees
1 - Unsatisfactory 2 - Baraly adequate 3 - Acceptable	4 - Competent	5 - Excell	en) 6 -	Super	ior	7 - 0)ut sta	nding
sible for the day to day receipt and	Polices in	lividual					cle	RATING NO.
disbursement of cash.	accounting		and au	dits	rel	eted.	'	4
SPECIFIC DUTY NO. 8 RATING	SPECIFIC DUTY N	0. 8						RATING
Consolidates all station cash transac-	Maintains s		cal r	ecor	ds c	n al		NO.
tions to one voucher and verifies .	private ren	tals by	indi	vidu	al h	ouse	_	
balance daily. " "	and cost ce	nter.					- 1	4
SPECIFIC DUTY NO. 3 SUMMAPIZES All station RATING							-	BATING
transactions for off-base housing and	Performs ot	hom mol	n+ 0d (3.s+4.		_		NO.
vehicle expenditures into monthly accountings and maintains appropriate subsidiary records.	assigned by							4.
SECTION C EVALUATION OF OVERALL PER	FORMANCE IN C	URRENT	POSITI	ON .				
Take into occount everything about the employee which influences duties, productivity, conduct on job, cooperativeness, pertinent per your knowledge of employed's overall performance duting the rotin statement which most occurately reflects his level of performance.	rsonal traits or hab	its, portici	ılar timit	ation	s or ta	ilents.	Bas	ed on
1 - Performance in many important respects fails to m 2 - Performance meets most requirements but is defici 3 - Performance clearly meets basic requirements, 4 - Performance clearly exceeds basic requirements, 5 - Performance in every important respect is superior 6 - Performance in every respect is outstanding.	ent in one or more	important (respects.				TING NO.	
ECTION D DESCRIPTION OF								
In the rating boxes below, check (X) the degree to	which each charact	eristic app	lies to !	he em	ploye	9		
Least possible degree 2 - Limited degree 3 - Normal degree 3 - Normal degree 3 - Normal degree 4 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	gree 4 - Above	anecade qu	9100	5 - 0	staten	ding d	agree	
CHARACTERISTICS	••• -	NOT APPLI- CABLE	NOT OB- SERVED	1	2	RATIN 3	6	5
ETS THINGS DONE							X	
ESOURCEFUL							X	
CCEPTS RESPONSIBILITIES .			. 1			X	1	
AN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES			211611			X		
OES HIS JOB BITHOUT STRONG SUPPORT						X		
ACILITATES SMOOTH OPERATION OF HIS OFFICE .	- 1	.X.						
RITES EFFECTIVELY		X	31	\ 3:				
ECURITY CONSCIOUS						X		
HINKS CFENGEA.							X	
SCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECO			I	47			X	
THER (Specific):		25.5	- MATERIAL VI	i i	,			

FORM 45 00001 EVE BREVIOUS COLVIONS

SEE SECTION "E" ON REVERSE SIDE SECRET

(4)

SECTION E	NARRATIVE DESCRIPTION OF MANNER OF JOB PERF	DRMANCE
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work. Give recommend	dățions for his trăining. Describe, if appropriate, his patentiff follosi ly or explain, if appropriate, ralings given in SECTIONS B, C, and D to	population to best basis for determining
Intere bersouses action	114	
Subject is	conscientious, industrious, and willing to accommo	ept all responsibility
given him. He h	has performed capably in a function for which he	elha 20 HO previous
experience or tr	raining, and has shown a marked interest in leas	rning all facets of his
	ndled large sums of money with few errors, and	maintains the necessary
statistical reco	ords in a competent manner.	L ROOM
	The state of the s	
to perform the d	ould strive to develop more confidence in himsel duties assigned him. His lack of assurance and	
sometimes discon	ncerting to those with whom he deals.	
Total Commence	e di la companya di santana di santana di santana di santana di santana di santana di santana di santana di sa	en programmer and the pro-
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		E E Division standards which
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the way of the same	idual agai	nst the group. Thus an 'average' lects an entirely satisfactory
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SECTION F	CERTIFICATION AND COMMENTS	1. Y
	BY EMPLOYEE	
1.	BY EMPLOYEE I certify that I have seen Sections A, B, C, D and E of this	Report,
OATE	BY EMPLOYEE 1 certify that 1 have seen Sections A, B, C, D and E of this SIGNATURE OF EMPLOYEE	Report.
1. DATE 3 May 1961	BY EMPLOYEE I certify that I have seen Sections A, B, C, D and E of this SIGNATURE OF EMPLOYEE James B. Wilcott (OSigned)	Report.
3 May 1961	BY EMPLOYEE I certify that I have seen Sections A, B, C, D and E of this SIGNATURE OF EMPLOYEE James B. Wilcott (oSigned) BY SUPERVISOR	
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SECTION'C	EVALUATION C	F OVERAL	L PERF	ORMANCE IN	CURREN'	T POSIT	HOI						
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FORM 45 OBSOLETE PREVIOUS EDITIONS.

SEE SECTION "E" ON REVERSE SIDE
SECRET

(4)

SECTION E NA	RRATIVE DESCRIPTION OF MANN	ER O	F JOB PERFORMANC	E	
wärk. Give recommendations fo	e demonstrated in current position. Indi e his training. Describe, if appropriate, ain, if appropriate, ratings given in SEC	his po	tential for dévelopment o	nd for assuming g	reater re-
Subject has ac	cepted a field assignment e	effec	tive in June.		
and not at all by the way in	o which subject has been as conducive to disclosing hi which he adapted to Duty No form more responsible dutie	ອ ຄ ວ 2.	il potential. Ho	vever, he vill	•
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sur Wision.					•
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- K	This report has navel pre-	jured	in accordance		~
	with the criteria set furth	ı ın C	'empiralier in-		
-	struction No. 77 which ar	è des	ared to reflect		
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7	parisons between the Co	درد. در در دران	and his fellow		
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	ity. La material and	EG 2	ats the charles		
,	satisfier of the market				
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SECTION F	CERTIFICATION AND C	OMM	ENTS :		<u> </u>
1.	BY EMPLOYEE				
/ ce	artify that I have seen Sections A, B,	C, D	and E of this Report.		
18 april 1960	SIGNATURE OF EMPLOYEE	22	7-9		
2.				·····	
	BY SUPERVISOR				
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	1 70 2	MPLOTER, GIVE EXPLANA	TION	
12 Months					
•	IF REPORT IS NOT BEING MADE AT THE	TIME	GIVE REASON.		
EMPLOYEE UNDER MY SUPER	VISION LESS THAN 90 DAYS	T	REPORT MADE WITHIN LA	ST BO DAYS	
OTHER (Specify):					
DATE	OFFICIAL TITLE OF SUPERVISOR		TYPED OR PRINTED HAM	AND SIGNATURE	
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18april 1960	0/100 200 200 1000	0			
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	MPLOTEE A HIGHER EVALUATION.				
	MPLOYEE A LOWER EVALUATION.				
I CANNOT JUDGE THESE EVA	LUATIONS. I AM NOT SUPPICIENTLY FAN	HLIAR	WITH THE EMPLOYFE'S P	ERFORMANCE.	
COMMENTS OF REVIEWING OFFICIA	L				1
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30 April 1959		From	ER _ 21	Mar 59			.,,		٠.					
SECTION B	`:-	EVALUA	TION OF	PERFOR	MANC	E OF SPI	CIEIC	DUTI	FS					
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SI	ECTION E NA	ARRATIVE DESCRIPTION OF MANNE	
Sti	tress strengths and weaknesse ark. Give recommendations fo	es démonstrated in current position. Indie or his training. Describe, it appropriate, h	icate suggestions made to employee for improvement of his his Birtheld (b) development by assuming greater re- TIONS 8, C, and D to provide the best basis for determining
,	got şənləriyətdili Lora İstinası əhbu	propide i in dosa gat historyo uld be put on decuracy. Ile	we mark. 2.19 PM Tiked and only out in the required time but is capable of more efficient work toos my MATO REMARK SUPERVISION.
		t abuse his leave privileges his work and the Agercy.	s and as a whole, has a favorable .
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-	CTION F	CERTIFICATION AND CO	
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2.		BY SUPERVISOR	The contract of the contract o
INDI	THE EMPLOYEE HAS BEEN ER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN	N TO EMPLOYEE, GIVE EXPLANATION
		IF REPORT IS NOT BEING WADE AT THIS	S TIME. GIVE REASON.
	EMPLOYER UNDER MY SUPER		REPORT MADE WITHIN LAST 90 DAYS
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BYAC		OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
	March 10, 1959	Time, Leave, Pay Supr.	•
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		EMPLOYEE ABOUT THE SAME EVALUATION. EMPLOYEE A HIGHER EVALUATION.	d.
		EMPLOYEE A LOWER EVALUATION.	
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OMM	MENTS OF REVIEWING OFFICIA	A L	

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this evaluate where strengths under con any ruest	lústión to yo re he standa Land weakirs ditions spec ison. If thi	ŭr supê with y siisîê iisîê istê	rivisor end sen rou. Completto It is étab organ in Régulation 2 the initial rep	ior of nise() 0-370	officials	Or rt, th reco	ess your evaluation gantisation policy i can help you prepi at you show Part I o mmended that you ra ee, it must be comp item 8, of Section	equipolities of the second sec	uires the for a c this repo	et you infor- liscussion w ort to the e	m the subord ith him of h eployee exce
SECTION						ERA			7		
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SECTION 8		يبلب		1		<u> </u>	TION	_	!		
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ECTION C.				08 2	ERFORMANC	E E	VALUATION /// Ac	,			
	N GENERAL PE	FORMAN					1//				
is duties :	during the ri Factors other	ting p	eriod. Compare productivity wi	11 b	CNLY with e taken in	to 4	with which the in nors doing similar account later in Se	20°E	k st s z		
L;	2 - BARELY AS CARRY OUT 3 - PERFORMS 4 - PERFORMS 5 - A FINE PE	EDUATE RESPOI MOST OF DUTIES REDRIMAN HIS DU	NSIBILITIES. F NIS DUTIFS AC IN A COMPETENT NCE: CARRIES OU	EPT	THOUGH HE ABLY. OCCA FECTIVE WA WY OF HIS	MAS SION VNER RESP	HAD SPECIFIC GUIDA	ARE.	A OF WEAT	O1E33.	
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A SERVICES AND ASSESSMENT OF THE SERVICES AND ASSESSMENT OF TH	(then Filled In)
2. BATINGS ON PERFORMANCE OF SPECIFIC WITHS	
DIRECTIONS:	more important SPECIFIC duties but appeal during this rating period wings or unimportant duties.
Place the most apparent freet. In out inc	nore important Sectific duties paragrams curing this rating pers
" " wate bettermence on each specific duty cour	tuertus cert attaceratuess to bestationes or significative ones.
c. for supervisors, scility to supervise will	slawks to tated as a shackist-drith(so wet heta as ashacasance to
who supervise a secretary only). d. Compare in your mind, when possible, the	andavidual being rated bith other gorgoroing the same duty a
I fair the tour of challenge that	4 27 PH 157
Two individuals with the same job title duties.	may be performing different duties. If so, the them on different
f. Be specific. Examples of the kind of duties	that might be rated are: Man-
ORAL BRIEFING	HAS AND USES AREA RNOWLEDGE " HE HENDED LOCAS INTERROGATIONS
GIVING LECTURES CONDUCTING SEMIMARS	DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	WAYAGES PILES DEBRIEFING SHEES
CONDUCTING BETERNAL LIAISON	OPERATES RADIO REEPS RNWS
TYPING TAKING DICTATION	COORDINATES WITH OTHER OFFICES DRIVES TRUCK WRITES REGULATIONS MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CURRESPONDENCE EVALUATES SIGNIFICANCE OF DA
	n further if supervisor considers it advisable, e.g., combined b
and phone operation, in the case of a radio)
1 - INCOMPETENT IN THE PERFORMANCE	OF THIS DUTY 6 - PERFORMS THIS DUTY IN AN CUTSTANDING MARK
2 - BARELY ADEQUATE IN THE PERFOR	MANCE OF THIS FOUND IN VERY FEW INDIVIDUALS HOLDING SIM
DESCRIPTIVE DUTY RATING 3 - PERFORMS THIS DUTY ACCEPTABLY	LAR JOBS 7 - EKCELS ANYONE I KNOW IN THE PERFORMANCE
NUMBER 4 - PERFORMS THIS DUTY IN A COMPET	
8 - PERFORMS THIS DUTY IN SUCH A	
THAT HE IS A DISTINCT ASSET ON	
sessing sea set the sounds correlating the	RATING SPACEFIC DUTY NO. 4 ADSISTS in the closing RATIO
	nower and reopening of the allottent ledger hove
relation to allotment accounting.	4 accounts at close of each fiscal year. 4
sections surv so. 2 Propures current analy-	MATING PRECIFIC OUTY NO. B Mecords liquidations on Party
ais of allotment ledger accounts of un	Number concellations of obligations to indivi-
liquidated obligations.	4 fual allotment accounts. 4
sescione outs so. & Checks and reconciles 1	Biting spaces to out we. & Prepares surraries re- MATE
runs of expenditures with those in the	NUMBER quired for reconciliations and duplicate
aliotrent ledger accounting records.	4 allotment records (copies) for forwarding
3. MARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMA	
	scularly those which affect development on present job.
and a street is very surrous to prove	his esymbilities. Accordingly, he trequently
wash we redivious duties const than	there assigned to lite. he is very sytentive to
and work, is dillend in applying him	salf to the Joe, he is very quiet by nature
	he indulyes in conversation unrelated to his
duties. He is strengting to become b	etter aquainted with government accounting
so has been evidenced by his enrollme	ot in an accounting course with the Department
of Agriculture School. He has used g	reat progress in his assigned position in the
Accounting Branch.	
PERTIAN A BUILTING PAR	AUARPUT IAR IN ARRIVITATIAN
	CURRENT JOB IN ORGANIZATION
	ou know about the individualproductivity, conduct in the 100
pertinent personal characteristics or habits, space pere him with others doing similar work of about th	sel defects or telentsand how he fits in with your team. Com
1 - DEFINITELY UNSUITABLE - HE SHOULD BE	
	HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I ANDO NOS
ANY HIS SEPARATION	FAVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY CUTSTANDING TO MAR-
4 - OF THE SAME SUITABILITY AS MOST PEOP	
PATING S . A FINE EMPLOYEE . HAS SOME OUTSTAND!	
NUMBER 8 - AN UNUSUALLY STRONG PERSON IN TERMS 7 - ERCELLED, BY, CALY A FEW IN SUITABILIT	
	Y FOR BORG IN THE ORGANIZATION
S THIS INDIVIDUAL ACTED SHITED SAG MASS IN SOME	
S THIS INDIVIDUAL BETTER SUITED FOR BORK IN SOME O	THER POSITION IN THE ORGANIZATION? . TES . NO. IF YES.
*PLAIN FULLY: Me is well suited for his pr	THER POSITION IN THE ORGANIZATION?
for an opportunity to serve in an over	THER POSITION IN THE ORGANIZATION? The New York was a desire seas designment, as this was a part of his
For an opportunity to serve in an over	THER POSITION IN THE ORGANIZATION!

QUADRUPLICATE-To Employing Office

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SECTION IV		001101.112	COMPENS	ATION		(A) **	<u> </u>		-
27. BASIC SALARY	28. POST 0	IFFERENTIAL	is. cover (Brine gross co	vet dos	n, if any) compense	tion will be	30. F	EDERAL TAX WITHOULD	ING
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SECTION VI			TRAV	ξL					\dashv
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SECTION VIII	30 44 PP 30			ENERITS		1000.1.	lor succes		ations for		
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attached hereto.)		_	X 70741	-		HO46	, ,,	• • • • •			
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APPOINTMENT AFFIDAVITS

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ONTRAL INTELLIGENCE AGENCY	WASHINGTON, D. C.	
(Department or agency)	(Duresu or division) (Place of employment)	
JAMES BERNARD ATLCOTT, JR.	do solemnly swear (or	affirm) that
A. OATH OF OFFICE		
domestic; that I will bear true faith and	ution of the United States against all enemie allegiance to the same; that I take this observed of evasion; that I will well and faithfully to enter, SO HELP ME GOD.	ligation freely
B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY	AND AFFILIATION	
organization that advocates the overthro- United States, or which seeks by force of Constitution of the United States. I do	I do not advocate nor am I knowingly a mow of the constitutional form of the Governor violence to deny other persons their right further swear (or affirm) that I will not of such organization during the period that agency thereof.	nment of the its under the so advocate,
C. AFFIDAVIT AS TO STRIKING AGAINST TH	IE FEDERAL GOVERNMENT	
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D. AFFIDAVIT AS TO PURCHASE AND SALE O		•
I have not, nor has anyone acting in sideration for or in expectation or hope of	my behalf, given, transferred, promised or preceiving assistance in securing such appoi	oaid any con- ntment.
E. AFFIDAVIT AS TO DECLARATION OF APPO		
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(Dete of entrance on duty)	amile B. Willatt (Biggesture of appointme)	<u> </u>
Subscribed and sworn before me this 4th	day of Yarch	A. D. 1957.,
at Maghin_ton, (Chr)	D. C. (State)	*************
[SEAL]	(Signature of officer)	5 632 15 & 161
NOTE that were before the	Appointment Clerk (True)	**

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Admitted unfavorable information about such motives assuments or discharges will be considered together with the favorable information in your record in determining your present fitness for Federal employment. However, a false statement or dishonest answer to any question may be grounds for dismissal after appointment and is punishable by law.

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To:

Personnel Division

From:

Jomes B. Wilcott, Jr.

Subject: Supplements to personnel records

Please add to my personnel records the attached information concerning my education and recently born child.

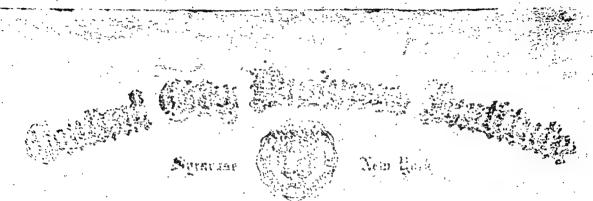
When I submitted my Personnel History Statement with my application for employment I was still attending business school. Therefore, my final transcript and graduation certificate were not included.

The attached auto-stat copies are attached as instructed by Personnel Livision.

Also attached is a copy of my grade report for the lat and 2nd semesters at the U.S. Department of Agriculture

Graduate school for Elementary Federal Government Accounting.

JAMES B WILCOTT JR



Re il Aroson Chat James **A.** Milaiti

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Jehnnary 27, 1957

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	4. TRAVEL OUTSIDE COUNTRY OF PRESE	NT RESIDE	NCE (Countri	es, dates s	d purpose	4)			
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2. HOME ADDRESS (No., Street, City, Ed. 2121 Virginia Ave NW Washi	ington 7. D.	3.									
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10. CURRENT ADDRESS (Gave lest address. 2121 Virginia Ave NW, Washi	if deceased) Ington 7, D.(;	UAL	5 AUG 1958							
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19. IF BORN OUTSIDE U.SDATE OF ENTRY NA	14- PLACE OF EN	TRY			`						
15. CITIZENSHIP (Country) USA	16. DATE ACQUIR			State, Country	·						
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2430 E St. Washington, D.C		State, Country)									

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2.4	DETAILS OF OTHER GOVERNMENT	SERVICE, U.S. OR FOREIGN	· .				
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5	ECTION IV RELATIVES BY BLO	OD, MARRIAGE OR ADOPTION					
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ECT	ION V	FINANCIAL	STATUS	***			
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MI.	YOU HAVE ANY FINANCIAL INTERE IN U.S. CORPORATIONS OR BUSINE SWERED "YES." GIVE COMPLETE DE	SSES HAVING SUBSTANTIAL FO	PREIGN INTERESTS	YE YE	S NO IF Y	OR IN OR OU HAVE	
	YOU RECEIVE AN ANNUITY FROM TO		CT OF COLUMB A	GOVERNMEN T	UNDER ANY RETIREMENT	T ACT.	
15	YOU HAVE ANSWERED "YES" TO QUE My wife also receives		ETE DETAILS.			·	
W T	MOUT REFERENCE TO YOUR SALARY	. STATE OTHER SOURCES OF A	ECURBENT INCOME	NOT INDIC	ATED BY PRECEDING ITE	MS,	
,	None						
		. SECTION V CONTINU	ED TO PAGE 3				

NAME OF INSTITUTION spoeles (City, State, Country) Washington, D. C. The National Bank of Washington 7. MANE YOU EVER BEEN IN. OR PETITIONED FOR. BANKRUPTCYT 8. IF YOU MAVE ANSWERED "YES" TO QUESTION 7 ABOVE. GIVE PARTICULARS, INCLUDING COURT AND DATEIST SECTION VI CITIZEISHIP 1. COLATRY OF CURRENT CITIZENSHIP USA K einen . acceses . craie (Specify). HAVE TOU TABLE STEPS TO CHANGE YOUR PRESENT CITELENSHIPT TES TO NO. 4 GIVE PARTICULARS 5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATES OF YOLR APPLICATION (FIRST PAPER) - NA SECTION VII. EDUCATION 1. CHECK INT HIGHEST LEVEL OF TO, CATION ATTRINED TRACE. SISTARSS, OR COMMERCIAL SCHOOL GRADISTE ***** STUDY LEASING TO HIGHER DEGREE THO TEAMS COLLEGE OR LESS SUBJECT DATES ATTENCED DATE NAME AND LOCATION OF COLLEGE OR UNIVERSITY REC'D Utica College of Syracuse Univ. Utica, NYPhysics Feb. 53 June 55 3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS CATES ATTENDED NAME OF SCHOOL STUDY OR SPECIALIZATION HOURS Central City Business Institute Accounting (2 years) Feb. 1955 4. MILITARY TRAINING (Full time duty in specialized schools such as Comence, Intelligence, Communications, etc.) CATES ATTENDED NAME OF SCHOOL STUDY OR SPECIALIZATION Pt. Belvoir Engineer School electrician April 1949 June 1949

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5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE At present taking a course at US Dept of Agr.

Title - Elementary Federal Government Accounting

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SECTION VIII	5		GEO	GPAPHIC AREA					1	
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FIRST LICENSE OR C	ENTIFICATE				EST LICENSE OF CE	RIFICAT	E (##1	., 41 14	,	- 1

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• [SECTION X CONTINUED FROM PAGE 4
Ì	 LIST ANY SIGNIFICANT PUBLISHED WATERIALS UP WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fection, accentific articles, general interest subjects, novels, short stepses, sec.)
1	None
Ì	8. INCICATE ANY DEVICES WHICH YOU HAVE INSENTED AND STATE WHETHER OR NOT THEY ARE PATENTED
Į	Kone
I	9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE
ı	Note
ı	10. LIST ANY PROFESSIONAL, ACADEMIC OR MONOMARY ASSOCIATIONS OR SOCIETIES IN SMICH YOU ARE NOW OR BERE FORMERLY A BENDER. LIST ACADEMIC HONORS YOU MAYE RECEIVED.
1	None
I	SECTION XI ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE
Ī	1. INCLUSIVE DATES (From- and fo-) 2. GRADE 3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
1	3/20/57 to 2/15/58 5 Fiscal Div. Accounts Branch
	supervision None Accounting Clerk
ĺ	6. CESCRIPTION OF OUTLES
ŀ	Fosting of financial transactions to Allotzent Ledgers
<u> </u>	1. INCLUSIVE DATES (From and To-) 2. GRADE 3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT 2/15/58 to Present 5 Finance Div. Tax and Compensation Branch
Г	2/15/58 to Present 5 Finance Div. Tax and Compensation Branch
,	SUPERVISION None Payroll Clerk
	Preparation of payroll documents considering base and premium pay and allowances, Maintaining of leave records, Conduct liaison with area division on payroll problems
	Application of Agency pay regulations.
_	1 INCLUSIVE DATES (From- and To-) 2 GRADE 3 OFFICE/DIVISION/ SRANCH OF ASSIGNMENT
	4. NO. OF EMPLOYEES UNDER YOUR DIRECT S. OFFICIAL POSITION TITLE
3	S. DESCRIPTION OF DUTIES
_	1. INCLUSIVE DATES (FFOR- and To-) 2. GRADE 3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
	1. INCLUSIVE DATES (From- and To-) 2. GRADE 3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
	4- NO. OF EMPLOYEES UNDER YOUR DIRECT S. OFFICIAL POSITION TITLE SUPERVISION
4	e. DESCRIPTION OF DUTIES
	1. INCLUSIVE DATES (From- and To-) 2. GRADE 3. OFFICE/DIVISION/SRANCH OF ASSIGNMENT
5	4. NO. OF EMPLOYEES UNDER YOUR DIRECT S. OFFICIAL POSITION TITLE SUPERVISION .
į	8. DESCRIPTION OF DUTIES
İ	. (Use additional pages if required)

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TION XII		LOREN AND OTH			
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EREJE BAY, NY.				10	1/50	2
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IF WIDOWED, PLACE SPOUSE DIED				DATE	SPOUSE	DIED
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P PREVIOUSLY MARRIED, INDICATE NAME(S) O	P SPOUSE, REASON	S) FOR TERMINATION, AN	D DATE(S)			
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ELSIE LOUISE NAMES OF CHILDREN	ADDRESS	ROOM, N.Y.		SEX C	DATE OF	DIRTI
		ever, N.Y.		} `		-
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AME OF FATHER (Or male guardian)	ADDRESS	/		TELEPHON	4E NO.	
AME OF FATHER (Or male guardian) J. H. C. S. S. E. L. I. R. M. L. C. C. AME OF MOTHER (Or 'enale guardian)	UNI	YNCKIN				
IAME OF MOTHER (Or female guardian)	ADDRESS			TELEPHON	E NO.	
HAT MEMBERSS OF YOUR FAMILY IF ANY, HAS	NEEN TOLD OF YOU	IR APPLICATION WITH TH	E ORGANIZAT	ION IF CON	TACT IS	A E ·
CURED IN AN EMERGENCY.	B.E. 1 1 0 E. 1 0 1 1 0 1	, , , , , <u>, , , , , , , , , , , , , , </u>	2 01131111111		•.	
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USINESS ADDRESS (No., Street, City, Zone, State)	AND NAME OF EMPL	OYÉR, IF APPLICABLE	BUSINESS	TELEPHON	EBEXTE	NSION
		· · · · · · · · · · · · · · · · · · ·				
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UC ADINI					NO	1
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r, who can make such decisions in case of emergin	cy.)	ALF. (II IIV give name a		418W1, 1,	YES	<u> </u>
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ES THIS INDIVIDUAL KNOW THAT HE HAS BEEN	DESIGNATED AS Y	DUR EMERGENCY AUDRES	SEET (II men	et is "No"	YES	1-
plain why in itom 6.)	•				NO	
he persons named in item 3 above may also be	notified in case of	emergency. If such notif	ication is not	desirable		of
alth or other reasons, please so state in item	6 on the reverse sid	le of this form.				
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CORRENT RE	SIDENCE AND	DEI ENDERGT REF	<u> </u>			

FORM 61 USE PREVIOU

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	(When Filled In)
	VOLUNTARY ENTRIES
xperience in the handling of en ates the settlement of estate ar a attorney in the event of your di	nplayer emergencies has shown that the absence of certain personal data often delays, and compli- nd financial matters. The information requested in this section may prove very useful to your family sobility or death and will be disclosed only when circumstances warrant.
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TO BE EXECUTED BEFORE A NOTARY PUBLIC OR C I swear (or affirm) that the above state	THER PE	RSONS AL						nd belie	r.		· 1	
L March 1957					an	rec	-	74	SE FE	ott (7	
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SECURITY APPROVAL

DATE: 20 November 1965

YOUR

REFERENCE: Memorandum dated 18 November 1965

CASE NO.: 109301

TO : Director of Personnel

ATTN

SUBJECT : WILCOTT, James B., Jr.

- 1. This is to inform you that Subject has been approved for the appointment specified in your request under the provisions of Headquarters Regulations 10-3 and 20-5 including access to classified information through TOP SECRET as required in the performance of duties.
- 2. Unless arrangements are made within 60 days for entrance on duty within 120 days, this approval becomes invalid.
- 3. As part of the entrance on duty processing:

A personal interview in the Office of Security must be arranged.

XXX A personal interview is not necessary.

Please advise Chief, Clearance Branch, extension 5620 when Subject enters on duty.

4. This is a conversion case.

FOR THE DIRECTOR OF SECURITY:

Steven L. Kuhn Chief, Personnel Security Division

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Over Filled fc)	
STAFF AGENT CLEARANCE	
DATE : 19 April 1965	
YOUR REFERENCE: 32273	
CASE NO. : #109301	,
TO : Chief, Contract Personnel Division	
ATTM. : Staff Agents Branch	
SHRECT: Stillertt, James B	
1. This is to advise that a security clearance is granted for the ment of the Subject as a Staff Agent, GS-07, by DDP/WH in the capacity	employ- of
Fiscal Acct. Asst., at JMVAVE.	
2. If your office should desire at a later date to change the state use of the Subject, a request to cover any proposed change should be subto this office. 3. Unless arrangements are made within 60 days for entrance on duty 120 days, this Approval becomes invalid.	E1 C CEG
h. As a part of entrance on duty processing:	
A personal interview in the Office of Security must be arranged your office.	ъу
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Date: 9 November 1956

Chief, Records & Services Division

Your Reference: C-5841 Compt.

Personnel Office

Case Number: 109301

FROM: Chief./Security Division

Personnel SUBJECT: WILCOTT, James Bernard, Jr.

This is to advise you of security action in the subject case as indicated

Security approval is granted the subject person for access to classified information.

Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9.

Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

Subject is to be polygraphed as part of EOD procedures.

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FORM NO. 38-101 FEB 1952